



## JOB DESCRIPTION

---

<b>JOB TITLE:</b>	<b>Associate Engineer</b>	
<b>DEPARTMENT:</b>	<b>Public Works Department</b>	
<b>REPORTS TO:</b>	<b>Senior Civil Engineer</b>	<b>DATE: April, 2009</b>
<b>EMPLOYEE UNIT: AFSCME</b>		<b>Supersedes: December, 1997</b>
<b>FLSA EXEMPT:</b>	<b>No</b>	

---

**JOB SUMMARY:** Under the general supervision of the Senior Civil Engineer the Associate Engineer performs a variety of professional civil engineering work related to all aspects of municipal engineering function; performs related work as required.

**CLASS CHARACTERISTICS:** Associate Engineer is an advanced journey level class in the professional civil engineering series. Incumbents perform difficult and complex civil engineering work which requires the exercise of considerable independent judgment, particularly when serving as a project leader on civil engineering projects. This class is distinguished from other classifications in the professional engineering series in that work may also include day-to-day lead direction, supervision, and training of sub-professional and less experienced engineering staff.

The City of Morgan Hill is an AFSCME agency shop. Members of this class must either join AFSCME or pay an agency fee in lieu of membership.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The following duties are performed personally, in cooperation with the Senior Civil Engineer, and/or in coordination with other City staff and community groups. Additional duties may be assigned.

1. Conducts and directs comprehensive civil engineering studies and projects related to the design, construction, modification and enlargement of structures, utility facilities, roadways, site improvements and various public works projects.
2. Prepares and reviews plans, specifications, bids, contracts and reports.
3. Prepares economic, feasibility and technical studies on proposed or existing facilities.
4. Acts as project manager on assigned construction projects, administering the contracts and ensuring that the projects are completed within the parameters specified by the specifications and commonly accepted industry standards.
5. Directs the work of consultants and/or technical staff on specific projects.

6. Reviews plans submitted by developers, architects and contractors for design integrity, technical expertise and conformance with standards.
7. Confers with other City staff and consultants to coordinate projects and activities.
8. Coordinates with outside agencies and utility companies on proposed public works or other development projects.
9. Assists in the long-range planning of City facilities and public works projects.
10. Uses a computer to solve engineering problems.
11. Makes computations and maintains accurate records.
12. Prepares complete reports including text, charts, computations, conclusions and recommendations.
13. Represents the City in contacts with governmental and regulatory agencies, professional and community groups and others.
14. Direct and evaluate the work of lower-level engineers and technical support staff as assigned.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required.

**Education & Experience:**

1. Graduation from an accredited college or university with a Bachelor's degree in Civil Engineering.
2. Four years of professional-level civil engineering experience with a local government agency or private engineering firm performing contract work for local government agencies.
3. An advanced degree in an accredited civil engineering curriculum may be substituted for one year of the required experience.

**Licenses & Certificates:**

1. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.
2. Possession of a California Engineer-in-Training certificate.
3. Registration as a Professional Civil Engineer issued by the State of California is desired but not required.

**Other Requirements:**

1. Must have sufficient mobility to inspect construction projects in the field.
2. Must be willing to work out of doors in various weather conditions.

**Knowledge of:**

1. Civil engineering principles and practices with particular reference to public works projects.
2. Methods and materials used in the construction of public facilities.
3. Engineering mathematics through calculus.
4. Basic surveying, drafting and materials testing techniques.
5. Data processing principles as applied to the solution of engineering problems.
6. Sources of civil engineering and construction information.
7. Specification and estimate writing techniques.
8. Project management techniques.
9. Construction practices.

**Skill in:**

1. Applying civil engineering principles to the solution of engineering problems.
2. Interpreting and preparing drawings, maps, graphs, specifications and compilation of numerical data.
3. Maintaining accurate records and preparing clear and concise reports.
4. Preparing engineering studies and evaluations.
5. Preparing staff reports for City Council action.
6. Inspecting City or private development projects.
7. Evaluating operational activities and making recommendations for improvements.
8. Directing the work of technical staff on specific projects.
9. Providing outstanding customer satisfaction (internally and externally).
10. Use of common office software including Microsoft Office and applicable specialized engineering software.

**Ability to:**

1. Quickly learn the policies and procedures pertaining to the work.
2. Manage multiple construction or plan checking projects.
3. Communicate effectively orally and in writing with the public in a professional and courteous manner.
4. Establish and maintain working relationships with those contacted in the course of the work.

**PHYSICAL DEMANDS:** Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. Employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus.

**WORK ENVIRONMENT:** Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Employees generally work 80% indoors and 20% outdoors.

2. The work environment indoors is usually in a temperature-controlled office; some travel is required.
3. While performing the duties of this job outdoors, the employee occasionally works in varying weather conditions, visiting developed and undeveloped sites in various stages of construction.
4. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to outdoor construction equipment.